

**Q & A on Club Chartering and use of the 4-H Name and Emblem
Professional Development Conference Call-January 4, 2005**

- 1. If you use the clover emblem by itself, do you need permission from USDA?**
Yes. If the clover is placed on an item and there is no county, regional, or state designation, permission to use the clover must be processed through USDA.
- 2. Do we need to charter special interest clubs (including those that may meet every year but under a different leadership team)?**
If the special interest group is using the 4-H name and emblem, they should be chartered. For example, if a youth toastmasters club meets and decides to call themselves the 4-H Speakers Club, this group should be chartered. Next year, when the group meets again with new adult leadership and perhaps a different name, the group should be re-chartered.
- 3. PA does not require it, but if the county chooses to renew each year are they permitted?**
Yes. On the state level, a minimum standard has been established that all 4-H clubs be chartered. If counties would like to establish quality standards and require that charters be renewed each year that is acceptable. It is a goal that the state program should consider moving toward in the future.
- 4. Does the State Program Office have a deadline to have all clubs chartered?**
No. With counties and 4-H clubs restarting at different times during the year, it was difficult to set a deadline that would not impose some hardship on some counties. It is hoped that all current clubs will have documentation of being chartered completed by December 31, 2005.
- 5. Is it correct that once the certificate is given out to the Club, documentation is kept only at the county level?**
Yes. Documentation should be kept on the county level since that is the hub of activity for startup and folding of 4-H clubs.
- 6. When does a vendor need permission to use the clover or the 4-H name? Is there a sample letter to the vendor available?**
Anytime a vendor is producing an item using the 4-H name and emblem the vendor needs documentation on file that they have permission to do so. Permission letters for items with the county name can be sent from the county CED or his/her designee directly to the vendor. Permission letters for items with a regional name should be sent from the Regional Director. Permission letters for items with Pennsylvania as the designation should come from the Director of Extension. Requests for these letters can be sent to Christy Bartley who will draft the letter to send to the Director. There is a sample vendor letter available that may be found on the PA 4-H web site.
- 7. Should we provide the vendor with a specific or a general letter? Should a time limit be stated?**

If the vendor is doing only one item and probably will not be asked to do anything else, the letter can be specific as to the description of the items that will have the 4-H name and emblem. If the vendor is used throughout the year, the letter can be more general but must have a time limit for permission. This time limit may be from one to five years.

8. Is there an optional beginning date for charters if the exact club start date is unknown?

The date on the charter identifies when the charter was given to the club not when the club was organized. Therefore, the date of the award of the charter should be used. For clubs that have been meeting for many years, you might consider using the chartering letter rather than the charter certificate. The chartering letter may be found on the PA 4-H web site.

9. Can counties put standards (i.e., training) on clubs in order for a charter to be granted? Can you foresee at the state level that this could become a requirement?

See the answer to question #3.